

## 2. Access the Families Ending Participation Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

**MTCS Reports**

The *MTCS Selection Menu* appears on your screen.

### 2.1. Program Selection

From the *Selection Menu*, you must select one of the programs listed below to view this report.

1. Public Housing
  2. Indian Mutual Help
  3. Indian Rental
  4. Section 8 Moderate Rehabilitation
  5. All Offices of PIH Programs
  6. Public & Indian Housing
  7. Indian Housing
  8. Section 8 Certificates & Vouchers
- Use your mouse to select a 'program' from the drop-down box

**Program Selection**

Public Housing ▼

### 2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to select the 'level of information'
1. National
  2. State
  3. Field Office
  4. Metropolitan Area
  5. County
  6. City or Locality
  7. Housing Agency
  8. Project
  9. Congressional District

⦿ **National**

- \* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

**[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)**

### **2.3. Select the Families Ending Participation Report**

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Families Ending Participation* report

[Families Ending Participation](#)